



EMPLOYMENT OPPORTUNITY

Executive Secretary

Recruitment Number: 04-066

Salary: \$4,039.46 – \$4,909.99/month

Filing Deadline: 5 PM, THURSDAY, FEBRUARY 26, 2004

SUPPLEMENTAL APPLICATION REQUIRED

POSITION SUMMARY

Under the direction of the Mayor, the Executive Secretary will perform a wide variety of highly responsible and confidential administrative and secretarial duties. This position represents the City to the public, businesses, Council members and other agencies. The successful applicant should possess excellent organizational skills and be able to maintain a high level of confidentiality.

ESSENTIAL FUNCTIONS (Functions may include, but are not limited to, the following):

The Executive Secretary position performs a wide variety of executive secretarial and administrative duties as required by daily operations in the Mayor's office. Utilizing strong office management skills, will coordinate office activities and schedules; develop and recommend office procedures and systems; ensure smooth office operations; write and prepare city council proclamations under strict time constraints; review and summarize miscellaneous reports and documents; proofread major documents for accuracy; receive telephone calls, including complaints, and provide assistance to callers using sound judgment; independently respond to letters and general correspondence; maintain appointment schedules and calendars; arrange meetings and conferences; make travel arrangements; provide secretarial and clerical support for assigned task forces, commissions, and boards; act as department front-line representative who provides information and assists the public; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; and perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of experience and training equivalent to graduation from high school, preferably supplemented by college coursework in office management, general business, or related field, and five years of increasingly responsible secretarial experience, including administrative support work for management personnel.

Knowledge, Skills and Abilities: Knowledge and understanding of the organization, procedures and operating details of a public office; principles and practices of routine analytical research; office management; principles and methods of business letter and report writing; English usage, spelling, grammar and punctuation; modern office methods, procedures, computer equipment and software; and pertinent city functions, policies, rules, and regulations. Ability to observe, identify and problem solve office systems and procedures; understand, interpret and explain policies and procedures; understand, organize, index and reference a wide variety of administrative information and records; take and transcribe dictation or transcribe from machine recordings; communicate clearly and concisely, orally and in writing; research and prepare correspondence and reports; and independently perform a variety of sensitive, secretarial and administrative tasks. **A COPY OF A TYPING CERTIFICATE OF AT LEAST 60 N.W.P.M., DATED WITHIN THE PAST TWO YEARS, MUST BE SUBMITTED WITH THE APPLICATION. APPLICATIONS THAT DO NOT INCLUDE CERTIFICATES WILL BE AUTOMATICALLY DISQUALIFIED.** (The City of Chula Vista does not accept online typing certificates or typing certificates that do not follow the International Typing Contest rules.)

Physical Demands: On a continual basis, sit at desk for long periods of time, intermittently twist and reach office equipment; write or use keyboard to communicate through written means; occasionally run errands; and may lift light weight.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard U.S. mail.

The City contributes 8% to the Public Employees Retirement System (PERS) for the employee. This classification is a Confidential, at-will, position and, as a result, will receive 32 hours of administrative leave per fiscal year. This leave will be pro-rated depending on start date.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • Job Hotline: (619) 691-5095

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